



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Public Safety Motor Vehicle Inspection Section 959 E. Confederate Ave. S. E. Atlanta, Georgia 30317	Application Number 81-428	
Application Number		Date Received NOV 5 1981	Date Completed NOV 16 1981
2. Person to Contact Captain Paul Nugent		Working Title Supervisor	Telephone Number 6072
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ April 1981 Present		5. Records Series Title (followed by title used in office, if different) Emissions Mechanic Inspector Application File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Driver Support Division provides administrative and supervisory support to the Driver Services Section, Accident Reporting Section, No-Fault Ins. and Permits Section, Motor Vehicle Inspection Section, and Motor Carrier Safety Unit. The responsibilities of the Division are directed toward the improvement of driver capabilities; motor vehicle safety; accident and enforcement reporting; and assurance of driver insurability.			
7. Record Series Description This file contains the following documents (include form numbers, and titles, if any): Attach samples of the file. Documents relating to: Certifying Mechanics to Inspect Emission Control on Vehicles. Included are: Emissions Mechanic Inspection Application DPS 301A Paper: no arrangement Microfiche: Alpha by mechanic's name. File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: (microfiche <u>Daily</u>) One to six months old <u>paper</u> <u>Q</u> ; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual Report
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Trooper copy at Post & Revocation Section
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Microfiche

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

New applications are issued on a yearly basis.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

PAPER Copy - Enter information into computer, verify information and destroy paper document.

Trooper Copy - Destroy when no longer needed for reference.

Revocation Copy - Destroy when no longer needed for reference.

Microfiche - Destroy when file is updated

(Revocation Copy will be deleted in near future)

Concur

Con

Supervisor

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	3000.81	<i>[Signature]</i>	10/16/81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	11-10-81
		Secretary of State/Designee	11-10-81
		Attorney General/Designee	11-12-81